



Newly Elected County Officials Training Workshop

Department for Local Government
Office of Financial Management &
Administration

Counties Branch

December 12, 2018

Topics

- “Your” Department for Local Government
- Those who serve the county
- Newly Elected Officials Checklist
- Ordinances, Orders & Resolutions
- Handling of Public Funds
- DLG Website
- Salaries, Expenses and Benefits of your office
- County Officials Training Program

What is DLG?

- Department for Local Government
 - Created to assist all local governments throughout Kentucky
 - Grant and loan assistance
 - Technical assistance and financial management oversight

How DLG is Structured

Commissioner's Office

Commissioner Sandra K. Dunahoo

- Chief of Staff: Dr. Brian Houillion

Office of Financial Management & Administration

- Dr. Brian Houillion, Executive Director

Office of Federal Grants

- Amy Barnes, Executive Director (Interim)

How DLG is Structured

Office of State Grants

- Amy Barnes, Executive Director

Office of Legal Services

- Greg Ladd, Chief Counsel

Office of Field Services

- Dr. Brian Houillion, Acting Director

Kentucky Infrastructure Authority

- Donna McNeil, Executive Director

Meet the Commissioner

Sandra K. Dunahoo

- State Local Finance Officer
- State Local Debt Officer





Office of Financial Management & Administration (FM & A)

Dr. Brian Houillion
DLG Chief of Staff & Executive
Director, FM & A

Financial Management & Administration (FM&A)

- Establish and administer local government uniform accounting system and reporting requirements. (KRS 46.010, KRS 68.210, KRS 68.220)
- Approve County Budgets and their amendments. (KRS 68.270, KRS 68. 280)
- Investigate County financial conditions. (KRS 68.350)
- Provide technical assistance and information to local governments. (KRS 147A.020)
- Conduct training programs for local officials. (KRS 147A.020)

Counties Branch Staff

Robert Brown

Branch Manager &

Local Government Advisor

Serves as advisor to the counties of the following Area Development Districts:

- Big Sandy
- Kentucky River

Phone: 502-892-3433

Email: roberto.brown@ky.gov





Counties Branch Staff

Tom Dobson

Local Government Advisor

Serves as advisor to the counties of the following

Area Development Districts:

- Green River
- Lincoln Trail
- KIPDA
- Northern Kentucky

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Counties Branch-Staff

Wil Rhodes

Local Government Advisor

Serves as advisor to the counties of the following Area Development Districts:

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- Pennyrite
- Barren River

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Counties Branch-Staff

Jaarad Taylor

Local Government Advisor

Serves as advisor to the counties of these
Area Development Districts:

- Bluegrass
- Buffalo Trace
- FIVCO
- Gateway

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Counties Branch-Staff

Rebecca Roe

Local Government Advisor

Serves as Coordinator for Local Debt Reporting

Also serves as advisor to the counties of the following Area Development Districts:

- Cumberland Valley
- Lake Cumberland

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Counties Branch-Staff

Wendy Thompson

Local Government Advisor

Coordinator of the County Officials
Training Program

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Materials

- Checklist
- Oaths
- Sample Orders
- County Assignments
- County Budget Workshop Schedule
- Certification of Prior Years of Service
- Training Guidelines

Those Who Serve The County

Those Who Serve The County

- Elected Officials
- Appointed Officials
- Deputies and Assistants
- All other County Employees

Those Elected to Serve The County

- County Judge
Executive
- Justices of the Peace
(Magistrates) &
Commissioners
- County Sheriff
- County Clerk
- Coroner
- Jailer
- Property Valuation
Administrator
- County Attorney
- Constable

Elected Officials

- Serve a defined term
- Receive monthly compensation whether or not they show up for work
 - Do not receive sick/vacation days, compensatory time or overtime
- Can only receive a lump sum expense allowance if specifically allowed by statute

Elected Officials

- Are subject to indictment or prosecution for misfeasance, malfeasance or willful neglect of duty during their term of office
- In the absence of good cause shown, a member of fiscal court who fails to attend 50% of the regular meetings within a six month period or who fails to attend 2 consecutive meetings shall be charged with neglect of office and upon conviction shall forfeit their office.

Appointed Officials

- Serve a term
- Are appointed with fiscal court approval
- Salaries are set by the fiscal court
- All county appointed offices are listed in “County Government in Kentucky”

Appointed Officials

- County Treasurer
 - Appointed every four years at regular June meeting of fiscal court
 - Can be nominated by any member of the fiscal court
- Road Supervisor
 - Terms can be two or four years, takes office the second Tuesday in January of an odd-numbered year
 - Must be nominated by the County Judge Executive
 - Must have three years of experience and pass an exam (exam administered by Transportation Cabinet)

Appointed Officials

- Dog Warden
 - Per **KRS 258.195**, each county must have a dog warden and a dog pound. Small counties may establish a regional facility with nearby counties
- Disaster Emergency Management Director
 - Represents the Judge Executive on all matters pertaining to the Counties emergency management program and the disaster and emergency response of the county

Deputies and Assistants

- Offices which have deputies and assistants:
 - Judge Executives
 - Jailer
 - Coroner
 - Clerk
 - Sheriff
- The number of deputies and assistants is set by the fiscal court
 - Except deputies and assistants of fee officers (Clerk and Sheriff)
- Serve at the pleasure of the official

Deputies and Assistants

- Do not require fiscal court approval
- Individual Salaries are set by fiscal court
 - Except deputies and assistants of the clerk and sheriff
- Are subject to state and federal wage and hour laws

Employees

- Are appointed by the County Judge Executive with the approval of the fiscal court
- Term ends with that of the appointing Judge and Fiscal Court
- Salaries are set by the fiscal court and funded through the county treasury

Employees

- Can only be removed with the approval of the fiscal court pursuant to the policies adopted by the county in the Administrative Code
- Are subject to state and federal wage and hour laws

Other Personnel Issues

- Retirement System
- Social Security
- Health Insurance
- All are found in County Government in Kentucky

Newly Elected Checklist

Checklist -- Newly Elected County Officials

- On or before January 7, 2019:
 - Execute bond -- before taking office!
 - Only County Attorneys and Magistrates/Commissioners are exempt from the bonding requirement

KRS 67.720

- The county judge shall execute a bond for the faithful performance of the duties of his office.
- The bond shall be a minimum of ten thousand dollars (\$10,000) with sureties approved by fiscal court, which shall record the approval of the sureties in its minutes.

KRS 67.720 continued...

- If the fiscal court does not approve sureties under this section within thirty (30) days after the county judge/exec. has taken office, the Circuit Judge shall approve the sureties.
- Premiums on the bond of the county judge/executive shall be paid from county funds appropriated by the fiscal court. The fiscal court shall file a record of the bond with the county clerk.

KRS 62.990

- (1) ...shall be fined not less than five hundred (\$500) nor more than one thousand dollars (\$1,000).
- (2) ...office shall be considered vacant and he shall not be eligible for the same office for two (2) years.
- (3) Any officer removed under this statute may seek relief from the fiscal court to remove the disqualification from holding the same office

On or before January 7, 2019:

- Take oath(s) of office -- before assuming duties
- Meet with county treasurer regarding county budget
- Obtain and review most recent inventory listing of county property

On or before January 7, 2019:

- Review personnel situation and carefully contemplate planned action.
- Obtain copy of order pursuant to **KRS 64.530** regarding office staff
- Make arrangements/advertise for special fiscal court meeting as soon as possible for purpose of appointing county employees, and approving sureties

On January 7, 2019

- Have deputies sworn in
- Arrange for new signature cards at bank(s) if needed
- Redo security agreements if needed
- Redo authorized signature forms where applicable, for grants

At The First Fiscal Court Meeting:

- If not already approved, fiscal court votes to approve sureties for bonds of officials as required -- see handout
- Appoint deputies, employees, office staff -- see handout
- With fiscal court approval, judge/exec. appoints county employees -- see handout

At The First Fiscal Court Meeting:

- Review budgets and financial statements for fee offices
- Approve fee office budgets (by January 15) as a whole or by line item
- Fiscal court authorizes jailer to accept bond release fees (if desired)-
-KRS 431.5305
- Road supervisor must be appointed by January 15, 2019 for a 2 or 4 year term.-- KRS 179.020

As soon as possible, review copies of and become familiar with:

- Budget and amendment ordinances, transfer orders
- Most recent quarterly report, including liabilities section
- Treasurer's monthly report to fiscal court
- 6/30/18 quarterly report.

As soon as possible, review copies of and become familiar with:

- County Administrative Code (KRS 68.005)
 - General Administration
 - Personnel policies
 - Purchasing policies
 - Administration of county fiscal affairs
 - Delivery of county services

As soon as possible, review copies of and become familiar with:

- Purchasing policies
- Bid requirements, statutory and local (state price contracts)
- Open meetings law and policy
- Open records law and local policies
- Fiscal court procedures and meetings

As soon as possible, review copies of and become familiar with:

- Ethics code
- County road plan
- Jailer's report on condition of jail to fiscal court
- Standing orders
- Dealing with emergencies--KRS 39B.070

As soon as possible, review copies of and become familiar with:

- State Local Finance Officer Policy Manual
- LRC Information Bulletin No. 114 Duties of Elected County Officials
- LRC Informational Bulletin No. 115 County Government in Kentucky
- Kentucky Local Debt Report (Available on-line)

Review Copies of and Become Familiar With:

- Most recent audits of county offices
- Investment policy
- Policies of public/municipal properties corporation
- List of county revenue bonds—who is using the county as a conduit
- Listing of county leased/versus owned properties
- List of any ongoing grants, their restrictions and the county's responsibilities

Review Copies of and Become Familiar With:

- List of standing committees and boards that you serve on or to which you make appointments
- Records retention schedule from the Dept of Libraries and Archives (<http://kdla.ky.gov>)
- List of items routinely put out to bid and due dates

Review Copies of and Become Familiar With:

- Insurance policy due dates
- CDL drug testing policy (who administers, who processes samples)
- Leases with the Administrative Office of the Courts
- List of Special Purpose Government Entities (SPGE)

Ordinances, Orders & Resolutions

Ordinances

- A written act
 - Introduced in writing
- General and lasting in nature
- Enforceable in the county
- Appropriation of money
- No substitute if ordinance is required
- Can only relate to one subject (*for the purpose of...*)

Ordinances

Has a specific format -- **KRS 67.076**

- Title
- Enacting Clause

Requires two readings

- Title and summary if desired
- Can amend between readings

Ordinances

Publication required -- **KRS 424.130**

- 7 to 21 days prior to adoption
- May publish in summary
- Second reading information
- Availability of full text to public

Continuance

- If announced at meeting no additional advertisement is required

Ordinances

Must publish after passage

- Within 30 days
- May be in full or summary
- If in summary, availability of full text to public

Ordinances

Other points to remember:

- Requires majority of fiscal court to pass an ordinance
- No meeting unless all members are notified
- All ordinances shall state an effective date
- Emergencies

Ordinances

Some items requiring an ordinance:

- Budget
- Budget Amendment
- Insurance premiums tax
- Occupational License Fee
- Bank franchise tax
- Inter-local agreements
- Administrative Code

Orders and Resolutions

Official actions not requiring an ordinance may be taken by resolution or order – **KRS 67.076**

- Passage requires a majority of the quorum of fiscal court
- Are not lasting in nature
- Do not require publication
- Do not require a first and second reading

Fiscal Court Actions

Records of the fiscal court (KRS 67.100)

- Fiscal Court is a “court of record”
- Minutes of previous meeting are submitted for approval at the next meeting
- All official actions are made part of the permanent record

Handling Public Funds

Handling Public Funds

- Bonding of all officials/employees who handle public fund for an amount covering the maximum amount they have in their control at one time.
- All reporting of accounts must comply with the cash basis of accounting.
- Preparation of an annual budget showing estimated receipts and expenditures – KRS 68.210
- Books or original entry for receipts and expenditures and/or utilization of daily cash check-out sheets – KRS 68.210

Handling Public Funds

- Pre-numbered three-part receipt form should be issued for all receipts. – **KRS 64.840**
- Daily deposits intact into federally insured banking institution.— **KRS 68.210**
- All investments must follow the Investment Policy adopted by the agency. – **KRS 66.480**
- Interest Bearing Accounts
- Perfected pledge of securities covering all public funds except direct federal obligations and funds protected by federal insurance.

Handling Public Funds

- Monthly bank reconciliation – KRS 68.210
- Annual financial statement prepared and portions of audit published – KRS 424.220
- Personal fund kept separate from public – KRS 64.850
- No bonuses, no prepayment for goods or services, and no contributions.
– §3, KY Constitution

Handling Public Funds

- Advertisements for competitive bids prior to purchases exceeding \$20,000 – KRS 424.260
- Purchase Order System
- Disbursements by check only – KRS 68.210
- Fixed asset documentation (inventory)
- Notification to the SLDO prior to borrowing money – KRS 65.117

Purchasing with County Funds

Complying with State Bidding Laws under KRS 424.260

- Items costing over \$20,000
 - Used items
 - No Piecemealing!
- Exceptions:
 - Perishable items,
 - Professional services
 - Emergencies

Purchasing with County Funds

- Check your county's administrative code for purchasing
- Must have obligated line-item appropriation. Referred to as unencumbered appropriation
- Must have unobligated cash in the appropriate fund
- State price contracts www.eprocurement.ky.gov

Purchasing

Follow county purchase order procedures

- No purchases without an approved purchase order
- Approved purchase order is entered into the purchase order journal
- Once the invoice is paid the purchase order is “cleared” in the purchase order journal

Real Estate - KRS 67.080

- Purchase of real estate
 - Pay no more than highest appraised value as determined by a KY certified appraiser
 - \$40,000 or less, no appraiser
- Sale of real estate
 - Fiscal court appoint one or more Commissioners to work with Realtor
 - Approval of fiscal court

KY Model Procurement Code – KRS 45A.343

Any local public agency may adopt **KRS 45A.345** to **45A.460**. No other statutes governing purchasing shall apply to a local public agency upon adoption of these provisions.

Paying The Bills

- County Judge/Executive or designee prepares a claims list from invoices received and presents to the fiscal court
- Fiscal court reviews all claims prior to payment
- A majority vote is required to disallow a claim
- Per KRS 68.300 it is unlawful for fiscal court to allow a claim in excess of budget fund
- KRS 65.140 Prompt Payment Act

Paying The Bills

- Once the claim has been reviewed, the County Judge/Executive or designee prepares a warrant to pay the claim
- County Judge/Executive or designee signs the warrant and posts to the appropriation ledger
- The county treasurer, after verifying the claim is within the budget appropriation, reviewed by fiscal court and that sufficient funds are available, then co-signs the warrant and posts it to the appropriation ledger and check distribution register

DLG Website

DLG Website

<https://kydlgweb.ky.gov/>

- Office of the Commissioner
- Office of Financial Management & Administration
 - Counties, Cities, Special Districts & Debt Reporting
- County Officials Training Program
- Office of State Grants
- Office of Federal Grants
- Kentucky Infrastructure Authority
- Various Additional Pages throughout the Year
 - Local Issues Conference
 - Newly Elected Officials



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DIRECTIONS

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Welcome to the Department for Local Government

The Department for Local Government (DLG), under the Office of the Governor, provides financial help in the way of grant and loan assistance, as well as advising local governments in matters of budget, personnel and other issues relevant to those entities.



From Trailblazers to Tourism: Mayor Cartmell Sees Opportunity for Kentucky

[CLICK HERE TO READ FULL ARTICLE](#)

Tweets by @DLG_KY



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DLG's Main Webpage

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From Trailblazers to Tourism: Mayor Cartmell Sees Opportunity for Kentucky
([CLICK HERE TO READ FULL ARTICLE](#))

Tweets

DLG Dept for Local Govt @DLG_KY

Commissioner Dunahoo attended today's event at the eKentucky Advanced Manufacturing Institute, which included a visit from Ivanka Trump. Trump visited several job-training programs with Gov. Bevin on Friday, commending students for embracing new skills. #KYshines

Oct 20, 2015

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Branch Resources Tiles



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Oct 28, 2018

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COMMISSIONER'S OFFICE 	STAFF DIRECTORY 	FEDERAL GRANTS 	STATE GRANTS
COUNTY INFORMATION 	CITY INFORMATION 	LOCAL OFFICIALS TRAINING PROGRAM 	LEGAL
SPGE PUBLIC PORTAL 	SPGE FINANCIAL DISCLOSURE ADMINISTRATION 	KENTUCKY CLEARINGHOUSE 	LOCAL GOVERNMENT DEBT
SPRIT OF KENTUCKY AWARD 	EMPLOYEE RESOURCE CENTER 	ENERGY EFFICIENCY & CONSERVATION 	KENTUCKY INFRASTRUCTURE AUTHORITY

County's Branch Information

Search County Data

County Name:

Area Development District:

Type of Government:

Appalachia:

Delta Region:

SEARCH

County Reports

Adair Summary 2018 RUN

Uploads

[Uniform Financial Information Reports \(UFIRs\)](#)

Fee Offices

[Bookkeeping Training Presentation](#) (.pdf - 4293 kb)

[Clerk Quarterly Report Check Sheet](#) (.pdf - 12 kb)

[County Clerk Budget and Quarterly Financial Form](#) (.xls - 102 kb)

[Fee Office Budget Checklist](#) (.pdf - 12 kb)

[Maximum Amount for Deputies and Assistants](#) (.pdf - 44 kb)

[Sheriff Budget and Quarterly Financial Form](#) (.xls - 236 kb)

[Sheriff Quarterly Report Check Sheet](#) (.pdf - 12 kb)

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[2014 Newly Elected Presentation](#) (.pdf - 22124 kb)

[2018-2019 Budget Workshop Presentation with the 65-35 Rule](#) (.pdf - 6225 kb)

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[Budget & Policy Manual \(Revised 2017\)](#) (.pdf - 2002 kb)

[Certification - Years of Service](#) (.pdf - 24 kb)

[County Government in Kentucky](#) (.pdf - 4894 kb)

[County Jail Fund Spreadsheet](#) (.xls - 527 kb)

[County Personal Property Tax Rate Calculation Worksheet](#) (.xls - 34 kb)

[County Quarterly Financial Statement Form](#) (.xls - 1571 kb)

[County Representative Map](#) (.pdf - 1007 kb)

[Direct Deposit Form - LGEAF](#) (.pdf - 45 kb)

[Direct Deposit Form - Road Aid](#) (.pdf - 34 kb)

[Duties of Elected County Officials](#) (.pdf - 606 kb)

[Federal Expenditures Worksheet](#) (.xls - 35 kb)

[Jail Budget Worksheet](#) (.xls - 66 kb)

Public Information
County Data

Search County Data

County Name:

Area Development District:

Type of Government:

Appalachia:

Delta Region:

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County Quarterly Financial Uploads
Signatures of the Judge/Executive & Treasurer emailed or faxed separately

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Delta Region:

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This Box Contains many of the Items that
Counties will need.
Judge-Executives and Treasurers take note.

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**This Section Contains
Information
For Fee Offices**



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DIRECTIONS

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Welcome to the Department for Local Government

The Department for Local Government (DLG), under the Office of the Governor, provides financial help in the way of grant and loan assistance, as well as advising local governments in matters of budget, personnel and other issues relevant to those entities.

The Main Page also provides access to other areas of interest:

1. State and Federal Grants
2. Special Purpose Government Filings
3. The Kentucky Infrastructure Authority
4. Local Official's Training Program
(which will be discussed later)



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Debt Officer in writing, no bonds or obligations may be issued by or on behalf of any issuer except as
see [KRS Chapter 065.00 - Sections .940 to .956 Government Leasing Act](#)) Bond notification shall contain
date of issue, purpose, and paying agent. Please see the Notification of Intent to Finance form for the

or on behalf of school districts such as, school revenue bonds issued by counties or cities acting on

te agencies: State Property and Building Commission, State Universities and Colleges, Kentucky Turnpike

g \$500,000 must be approved by the State Local Debt Officer prior to issuance. State Local Debt
S 13B hearing process.

of a bond issue please use the [Notification of Intent to Finance](#) form.

The Debt Report can be accessed in the drop
down boxes at the Right

The Notification of Intent to Finance is
located in several places



Debt Report By County

Adair 2018 RUN

Downloads

[Hearing Process](#) (.doc - 40 kb)

[Notification of Intent to Finance](#) (.pdf - 149 kb)

Compensation



Salaries of Elected Officials

- County Judge/Executive
- County Clerk
- Sheriff
- Jailer – Operating a full service jail
- KRS 64.5275 – Salary Schedule

SCHEDULE II
Maximum Salary Authorizations - 2018
County Judge/Executives, County Clerks, Sheriffs, and
Jailers operating full service jails
In accordance with HB 810 (1998); Sec 246 Kentucky Constitution;
and KRS CH. 64.5275

Population Group		Step 1	Step 2	Step 3	Step 4
gp 1	0-4,999	\$ 68,262.58	\$ 70,331.14	\$ 72,399.71	\$ 74,468.27
gp 2	5,000-9,999	\$ 74,468.27	\$ 76,536.83	\$ 78,605.39	\$ 80,673.96
gp 3	10,000-19,999	\$ 80,673.96	\$ 82,742.52	\$ 84,811.08	\$ 86,879.65
gp 4	20,000-29,999	\$ 83,776.80	\$ 86,879.65	\$ 89,982.49	\$ 93,085.34
gp 5	30,000-44,999	\$ 89,982.49	\$ 93,085.34	\$ 96,188.18	\$ 99,291.03
gp 6	45,000-59,999	\$ 93,085.34	\$ 97,222.46	\$101,359.59	\$ 105,496.71
gp 7	60,000-89,999	\$ 99,291.03	\$ 103,428.15	\$107,565.28	\$ 111,702.40
gp 8	90,000-499,999	\$102,393.87	\$ 107,565.28	\$112,736.68	\$ 117,908.09
gp 9	500,000-up	\$108,599.56	\$ 113,770.97	\$118,942.37	\$ 124,113.78

schedule prepared by Department for Local Government, January 2018

population est by U.S. Bureau of the Census, July 2012 (per KRS64.5275)

Compensation/Monthly

KRS 64.535

The county judge/executive, clerk, sheriff and jailer who operates a full service jail shall each receive a monthly salary of one-twelfth ($1/12$) of the amount indicated by the salary schedule.

Salaries of Elected Officials

- Magistrates/Commissioners
 - By the first Monday in May in the year official is elected.
- Jailer – Does not operate full service jail
KRS 441.245
 - January 1999 - \$20,000 minimum
 - Salary can be set at a higher level if salary does not exceed the constitutional salary limit applicable to jailers.

Salaries of Elected Officials

County Attorney

- Prosecutorial duties
- CPI

Coroner

- Compensation set by fiscal court based upon population and depending upon level of training
- KRS 64.185

Constable

Other County Officials – KRS 64.530

Salaries of Elected Officials

Fee Officials: Clerk & Sheriff

Non-Fee Pooling – Salary funded through fees.

Fee-Pooling – Salary funded through county budget.

Salaries of Elected Officials

Fee Officials: Clerk & Sheriff

Population over 70,000 – Paid through State Treasury. Salary paid according to Salary Schedule.

Population under 70,000 – Salary paid according to Salary Schedule

Funding For Salaries

Dependent upon:

1. Office
2. County's Population
3. Budget
4. Other Factors

Majority of elected official's salaries are paid through the county via the county treasurer.

Expense Allowance For Elected Officials

County Judge/Executive

For performing his/her duties in the administration of their county road program.

- Paid \$600 per quarter.
- Total \$2,400
- Contact for Payment Questions:
Tracy Young, Division of Accounts Payroll Branch: 502-564-4610

Expense Allowance For Elected Officials

Fiscal Court Legislators (Magistrates and Commissioners)

- For serving on committees of the fiscal court.
- It is not mandatory, it must be set by fiscal court.
- No more than \$3,600 annually or \$300 per month.
- Paid by county

Expense Allowance For Elected Officials

County Clerk

- Maximum \$3,600 annually
- Population less than 75,000
 - Paid \$300/month
- Population more than 75,000 Paid \$150/bi-weekly
- Paid from clerk's fees.

Expense Allowance For Elected Officials

Sheriff

- Maximum \$2,400 annually
- Paid \$200/month
- Paid by State Treasury through the Finance Cabinet
- Payment Contact: Lisa Ballinger, Finance and Administration Cabinet -- 502-564-6931

Expense Allowance For Elected Officials

Jailer

- For completing a jail staff training program
- \$200/month
- Paid by State Treasury through the Justice Cabinet
- Payment Contact:

Kristie Willard, Justice & Public Safety Cabinet — 502-564-4636

Additional Compensation

House Bill 810 – Training Incentive

- County Judge/Executive
- Magistrates/Commissioners
- County Clerk
- Sheriff
- Jailers

County Officials Training Incentive Program

County Officials Training Incentive Program

- Created by the 1998 Kentucky General Assembly with the passage of HB 810.
- Challenged and upheld by the Kentucky Supreme Court.
- Implemented in January 1999.

Things to Know About the Program

- Commonly referred to by many officials as the HB 810 Training Program.
- Authorizing Statute for the program is KRS: 64.5275 (6)
- Administrative Regulations governing the program are:
109 KAR 2:020

KRS 64.5275 (6)

In addition to the step increases based on service in office, each officer shall be paid an annual incentive of one hundred dollars (\$100) per calendar year for each forty (40) hour training unit successfully completed, based on continuing service in that office and, except as provided in this subsection, completion of at least forty (40) hours of approved training in each subsequent calendar year. If an officer fails, without good cause as determined by the commissioner of the Department for Local Government, to obtain the minimum amount of approved training in any year, the officer shall lose all training incentives previously accumulated. Each training unit shall be approved and certified by the Department for Local Government. No officer shall receive more than one (1) training unit per calendar year nor more than four (4) incentive payments per calendar year. Each officer shall be allowed to carry forward up to forty (40) hours of training credit into the following calendar year for the purpose of satisfying the minimum amount of training for that year. Each annual incentive payment shall be adjusted by the Department for Local Government on an annual basis for any increase or decrease in the consumer price index in the same manner as salaries are adjusted as described in subsection (4) of this section. The Department for Local Government shall promulgate administrative regulations in accordance with KRS Chapter 13A to establish guidelines for the approval and certification of training units.

Things to Know About The Program

- Your participation is VOLUNTARY
- Officials are not automatically enrolled as participants in the program. When DLG becomes aware of a new official we place them in the training database as a Non-Participant (NP). Until an official indicates to us that they want to participate in the program their status will remain as a Non-Participant until they are no longer serving in office.
- For officials that choose to participate and submit the proper documentation, DLG will enter/change the officials status to participating which is indicated by an (810) beside their name.
- Once an official is out of office for whatever reason (resignation, retirement, or loss of election) their status will be changed to Ex-Official (EX). If the official is later re-elected this record is not reactivated but rather a new record is created.

Things to Know About the Program

- Funding for the program is LOCAL
- The moneys used to pay the training fringe benefit comes from County funds.
- DLG's role in the payment process is to notify the official of their completion and authorize the County to make the incentive payment.
- There are specific line items in each County's Budget for the officials Training Fringe Benefit. The Sheriffs accounting code for the training incentive should be 01-5015-212.

Participation in the Program

Who Can Participate:

- Members of the Fiscal Court (Judge/Executives, Magistrates or Commissioners)
- County Clerks
- Sheriffs
- Jailers

How to Participate

- Notify your county's Judge/Executive to ensure that funds are budgeted
- Complete and submit the County Elected Officials Training Participation Form to DLG
- Attend 40 hours of approved training each "Calendar Year"
- Send documentation of your attendance to DLG

Participation Form

County Officials Training Incentive Program Participation Form

Return Forms To:

Department for Local Government

1024 Capital Center Drive Suite 340, Frankfort, KY 40601

Phone: (502)-573-2382

Fax: (502)-573-3712

E-mail: Wendy.Thompson@ky.gov



Elected Official's Information

☐ Newly Elected

☐ Appointed

☐ Continuing in Service

Attention Appointed Officials: You should attach a copy of your appointment letter when submitting this form.

Name: ☐ Mr. ☐ Ms. First: _____ Middle: _____ Last: _____

Officials County: _____ Phone: _____
Office Address: _____ Fax: _____
_____ E-Mail: _____
_____ Web Site: _____

Elected Position

(Check the corresponding box & list District if applicable)

☐ Judge Executive

☐ Magistrate-District _____

☐ Commissioner - District _____

☐ County Clerk

☐ Sheriff

☐ Jailer

First Day Served In Office : _____
(Current Position Term)

I Choose To Participate In The HB 810 County Elected Officials Training Incentive Program

You must "INITIAL" by the appropriate response

(Initial) **YES**, I choose to participate in the training program

(Initial) **No**, I choose not to participate in the training program

Certification: By signing below I certify that the information listed above is correct & accurate and that I am entitled to participate in the County Elected Officials Training Incentive Program.

Signature: _____

Date: _____

Policies Regarding Travel & Training Reimbursements

- Each county determines its own policies regarding the reimbursement for travel and training expenses. While incentives earned are statutorily mandated county expenses, the cost of travel and tuition related to training are not mandated. Therefore, each county decides what they will fund.

Approvable Training Topics

- Legal / Legislative Issues
- Budget Preparation
- Computer & Software Training
- Election Training – County Clerk
- Human Resources Training
- Transportation/Road – Fiscal Court
- Corrections – Jailers
- Insurance/Tax/Fringe Benefits
- Federal and State Grant Training
- Officials should vary selections to include conferences as well as traditional classroom settings.
- You need to select training that will benefit you in your role as an elected official!!!

Potential Training Providers:

- Professional Associations
- Government Agencies
- Area Development Districts
- Independent Conferences and Training Groups

Reporting Your Attendance

- Proof of an official's training attendance should be submitted to the DLG office within 60 days of completing the training.
- Always make sure your "Name", "County" and "Office" are legible on your attendance form before submitting it.
- Completion documentation can be submitted by the official or the training provider by mail, fax or e-mail.
- Ultimately it is the responsibility of the official to make sure their attendance information has been turned in.

Proof of Attendance Documentation Generally Accepted by DLG

- When attending a training event your proof of attendance should be submitted in the same document form as all the other officials.
- Some of the acceptable forms are:
 - Sign-in Sheets
 - Attendance Logs/Reports
 - Individual Certificates
 - Individual Proof of Attendance Forms

How “Not” To Fill Out A POA Form

Pay Attention To The Instructions!!!

Return Forms to: Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601, E-mail scott.sharp@ky.gov					
Date:	August 14- 16, 2018		Location:	Galt House, Louisville, KY	
Tuesday August 14					
Time	Session	Speaker	Hrs	Initial	
1:15 - 2:30	Developing KY's Workforce	Secretary Scott Brinkman & Cabinet Secretaries	1.25		
3:00 - 3:45	Cracker Barrel Sessions with Cabinet Officials	Multiple Cabinet Officials	0.75		
Concurrent Sessions				Initial 1 Only	Initial
4:00 - 4:45	Kentucky Opportunity Zones	Jessica Burke	0.75	wt	
	Hot Topics in the Alcohol Industry	Commissioner Christine Trout Van Tatenhove & Marc Manley		wt	
	Coal and Mineral Severance Funds: Program Updates	DLG Staff		wt	
	You Can't Sell From an Empty Wagon	Tess Fay		wt	
	KY Health Medicaid 115 Waiver	Deputy Secretary Kristi Putnam & Veronica Cecil		wt	
Wednesday August 15					
Workshop Blocks .75 Hours Each					
8:30 - 9:15 Attend 1 Only	Initial	9:30 - 10:15 Attend 1 Only	Initial	10:30 - 11:15 Attend 1 Only	Initial
KY Innovation		Building a Skilled Workforce		Floods in KY	
Enlarging KY's Workforce	wt	KIA Update	wt	Community Traumatic Events	wt
Kentucky Wired		Federal Funding Opportunities		Economic Dev Efforts	
Bridging KY		Pre-Project Planning Tips		Public Service Commission	
KY Response to Hepatitis A		KY Transportain Cabinet		Personnel Updates	
12:30 - 1:45	Luncheon Presentations			Lt. Col. Army Mundell & Governor Matt Bevin	
Workshop Blocks .75 Hours Each					
2:00 - 2:45 Attend 1 Only	Initial	3:00 - 3:45 Attend 1 Only	Initial	4:00 - 4:45 Attend 1 Only	Initial
KY Aviation Industry		New & Improved KY Dam Lock		KY Div of Surplus Property	
CDBG Grant: Winchester's Success Story	wt	Ask the Attorneys	wt	Fed Grant Opportunities	wt
Strong Internal Controls		Regional Economic Development		Public/Private Partnerships	
Counting KY in the 2020 Census		Update on Grants, Regulations & Forms		New Madrid Planning & Exercise	
		Making the Most of Social Media		Engineers Can Make It Happen	
Concurrent Session Initial Accordingly			Hrs	Initial	
2:30 - 3:45	Understanding HB114: Economic Development Discussion for TVA Co.		1.25	wt	
Thursday August 16					
8:00 - 10:30	Active Aggressive Shooter		Kentucky Office of Homeland Security		
			2.5		

*****Notice To All County Officials, This Document is Subject To Open Records Request*****

Certification: By signing below I certify that I attended the training event described above and that I am entitled to claim credit for the duration of time listed in each session in compliance with KRS 64.5275(6)

Possible Hrs
11.25

Print Name: Wendy Thompson

Office:

County:

Signature:

DLG Use Only

Your Training Record

- Reflects what you have certified that you attended on your Proof of Attendance Forms (POAs). So fill them out accurately!
- If you need to leave the session to make a phone call, please make it very brief or mark on your POA for the amount of time you left the session.
- Your record is Subject To Open Records Requests!!! As are all of your Proof of Attendance Forms.

How Much is the Incentive?

- The amount of 1 incentive unit is \$100 which adjust annually for changes in the Consumer Price Index (CPI).
- 2018 CPI: 2.1%
- 2018 Incentive Unit Values Are:
 - 1st unit = \$1,034.26
 - 2nd unit = \$2,068.52
 - 3rd unit = \$3,102.78
 - 4th unit = \$4,137.04

How Do I Earn an Incentive?

- An incentive unit is comprised of the completion of 40 hours of approved training.
- One incentive unit can be earned per calendar year by attending training and/or carrying over hours from the previous year.
- Carryover hours are limited to a maximum of 40 hours that can be carried from one year into the next consecutive year.

How Do I Earn an Incentive?

- The maximum amount of incentive units that an official can accumulate is capped at four units.
- To maintain incentive units that have been consecutively accumulated, an incentive unit must be completed each calendar year.

When Will I Receive My Incentive Payment?

- Officials are eligible once per calendar year upon completion of their 40 hour training unit.
- DLG will mail notice to the Official, the County Judge/Executive, the County Treasurer, and the State Auditors Office.
- Payment is issued from County funds.
 - The Incentive Payment:
 - Must be budgeted.
 - Is subject to fiscal court review.
 - Is subject to all withholdings (State & Federal)
- Payment cannot be issued until the authorization letter has been received!!!

Incentive Payment Process For Fee Officials (County Clerk & Sheriffs)

County's with a population of less than 70,000

- The incentive can be paid from the fee account or by the fiscal court.

County's with a population of 70,000 or greater

- Notice will be mailed to the County Fees Office in the Finance and Administration Cabinet which will then send the payment to the official.

When Are Letters Issued?

- DLG periodically runs reports that let us know who has completed the incentive requirement.
- On average DLG issues incentive letters more than once a month. However, there are times when the time period between incentives is greater than one month.
- So far, for calendar year 2018, DLG has issued 785 letters in 8 different incentive letter batches.

October 23, 2018

Ms. Wendy Thompson
Franklin County Magistrate
1234 Country Road.
Frankfort, KY 40601

Dear Ms. Thompson:

Congratulations on the completion of your 40 hour training unit for calendar year 2011. Pursuant to KRS 64.5275(6) you are required to be paid an annual incentive per calendar year for each training unit completed up to a maximum of four incentive payments. The value of an incentive payment for 2011 is \$919.65.

Our records show that you have successfully completed 1 unit(s) and are due 1 incentive payment(s) of \$919.65 for a total of \$919.65. Please make the disbursing officer aware that incentive payments are not exempt from state or federal withholding requirements.

Enclosed is a summary of your training record to date. If you have questions, please contact me at (800) 346-5606.

Sincerely,

Wendy Thompson
Training Coordinator

CC: State Auditor's Office
Franklin County Judge Executive
Franklin County Treasurer

Letter of Confirmation for Incentive Achievement

Where Is My Letter?!?!

- Have you given DLG some time to record the training? (usually entered within 2 weeks of receiving)
- Is it May or June? Due to the end of the fiscal year on June 30th no incentive letters are issued to aid the counties in closing their books
- Does DLG have your correct contact information?

How To Access Your Training Information

- Go to the DLG website Kydlgweb.ky.gov.
- Look on the right hand side of the page and you will see a list of links that take you to the different sections of our agency.
- Second row, 3rd button is the County Officials Training Program Link.



Accessing Your Training Information

Reports and Forms

Below are reports and forms that officials participating in the County Elected Officials Training Program will utilize. To view the corresponding report or forms click the heading of each section.

[County Elected Officials Training Program Participation Form](#) (Adobe 125 KB)

Elected or appointed officials who wish to participate in the County Elected Officials Training Program will need to complete and submit the County Elected Officials Training Program Participation Form before they will be included in the program. Newly elected or appointed officials who wish to participate in the County officials training program will need to complete this form and submit it to our office in order to be enrolled in the training incentive program.

[Individual Training Records](#)

By clicking the link above, program participants may view their individual training record online by entering their name, county, office or any combination thereof.

[Training Approval Request Form](#) (Adobe 136 KB)

For training events not listed in the Upcoming Approved Training Events, approval may be requested by completing and submitting the Training Approval Request Form, along with a detailed event agenda listing all training times and indicating any breaks and meals during the training event. To complete this form click the link in the heading listed above this section.

For questions concerning the County Elected Officials Training Program please contact [Wendy Thompson](#), Training Coordinator.

How To Access Your Training Information

County Officials Training Program

To search for an Official, choose your county and click the <submit> button.

Search Criteria

County:

If your status is "NP" (non-participant) and you would like to participate, please fill out a [Participation Form](#) (Adobe - 123KB).

Accessing Your Training Information

County Officials Training Program

To search again, click [here](#)

Search Criteria

County: Franklin

If your status is "NP" (non-participant) and you would like to participate, please fill out a [Participation Form](#) (Adobe - 123KB)

Results

STATUS		NAME	COUNTY	JOB TITLE	
810		Booth, Marti	Franklin	Magistrate	VIEW
NP		Goins, Fred	Franklin	Magistrate	VIEW
810		Hancock, Jeff F	Franklin	County Clerk	VIEW
810		Melton, Pat	Franklin	Sheriff	VIEW
810		Moore, Lambert	Franklin	Magistrate	VIEW
810		Rogers, Rick	Franklin	Jailer	VIEW
810		Sturgeon, Don	Franklin	Magistrate	VIEW
810		Thompson, Wendy	Franklin	Magistrate	VIEW
810		Tracy, Scotty Lynn	Franklin	Magistrate	VIEW
810		Turner, Michael Flynn	Franklin	Magistrate	VIEW
810		Wells, Huston D	Franklin	Judge/Executive	VIEW

County Officials Training Program

Wendy Thompson, Participant

Name: Wendy Thompson
Job Title: Magistrate
County: Franklin
Address1: 1234 County Road
Address2:
CSZ: Frankfort, KY 40601

Salutation:
District:
Category: Participant
eMail:
Phone:
Fax:

view your training record, click here: [Summary of Training Hours Report](#)

If this data is incorrect or out of date, please fill out and submit an [Updated Information](#) form (Adobe - 122KB).
training event not listed in the Relevant Upcoming Classes column that you would like to request approval for, please
and submit a [Training Approval Request](#) form (Adobe - 154KB). For all other questions, please contact Scott Sharp
scott.sharp@ky.gov or (800) 346-5606.

Accessing Your Training Information

Verify that your Mailing
Address is Correct

Correcting Your Contact Information

Elected County Officials Training Incentive Program

County Officials Updated Information Form

Return Form To:

Department for Local Government

1024 Capital Center Drive, Suite 340, Frankfort, KY 40601

Phone: (800)-346-5606

Fax: (502)-573-3712

e-mail: Wendy.Thompson@ky.gov

DLG
DEPARTMENT
FOR LOCAL
GOVERNMENT

Elected Officials Information on Record

Name: ☐ Mr. ☐ Ms. First: _____ Middle: _____ Last: _____

County: _____ Office: _____

Reason For Information Change

Check the Appropriate Response and List new information

☐ Name Change: First: _____ Middle: _____ Last: _____

☐ Address Change: Street: _____ PO Box: _____

City: _____ Zip Code: _____

☐ Contact Change: Phone #: _____ E-mail: _____

Fax #: _____ Web Site: _____

☐ Position Change: Date of Appointment: _____ Special Election: _____

Date Election Certified

New Office Held:

☐ Judge Executive

☐ Magistrate - District # _____

☐ Commissioner

☐ County Court Clerk

☐ County Sheriff

☐ County Jailer

Note: If you have been elected/appointed to a new office you will need to complete a new participation form to participate in the training program.

By signing below I certify that the information provided is accurate to the best of my knowledge.

Officials Signature: _____ Date: _____

County Officials Training Program

Summary of Training Hours

Wendy Thompson, Franklin County Magistrate

2018

EVENT	COMPLETED	HOURS
2018 KY Cooperative Extension Service	09/20/2018	6.50
2018 Governors Local Issues Conference	08/16/2018	11.25
2018 Broadband and Your Community	08/02/2018	6.50
2018 KCJEA-KMCA Joint Conference	06/29/2018	12.25
2018 Tourism for Counties	05/02/2018	6.50
2018 Budget Workshops	02/16/2018	3.00
TOTAL FOR YEAR 2018		46.00

2017

EVENT	COMPLETED	HOURS
2017 KACo Conference	11/10/2017	12.00
2017 Governors Local Issues Conference	08/25/2017	11.50
2017 KCJEA / KMCA Joint Summer Conference	06/16/2017	11.00
2017 KCJEA Winter Conference	02/10/2017	12.25
TOTAL FOR YEAR 2017		46.75

	HOURS CREDITED FROM PRIOR YEAR	HOURS EARNED	UNIT COMPLETED	HOURS NEEDED TO COMPLETE UNIT
Calendar Year 2017	0.00	46.75	Yes	0.00
Calendar Year 2018	6.75	46.00	Yes	0.00

This summary is provided for informational purposes and does not constitute authorization for payment

Training
Record
Transcript

How to get a Training Event Approved

If a training event is not listed on your “Relevant Upcoming Classes List” it could be because DLG is not aware of the training. To get the training approved in this program we will need the “Training Hour Approval Request Form” filled out and submitted to our office along with the “Detailed Agenda” for the training event. Please make sure the agenda lists times for each session.

Training Approval Request Form



Elected County Officials Training Incentive Program Training Approval Request Form

Training Approval Requested By: _____

Title: _____ Agency: _____

Phone: _____ E-mail: _____

Requester: Please complete both pages of this form, attach a copy of the detailed agenda that lists the start and end times of all training sessions while also indicating any breaks that may be given and submit to: Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601 Phone: 800-346-5605 Fax: 502-573-3712 E-mail: Wendy.Thompson@ky.gov

Training Event Information

Training Title: _____

Training Provider: _____

Contact Name: _____ Title: _____

Phone: _____ E-mail: _____

Fax: _____ Website: _____

Training Intended For: ☐ Fiscal Court ☐ County Clerk ☐ Sheriff ☐ Jailer ☐ All

Registration Fees: ☐ Yes: Dollar Amount: \$ _____ ☐ No

Enrollment Limitations: ☐ Yes: Maximum Enrollment: # _____ ☐ No

Proof of Attendance: ☐ Individual POA Form ☐ Sign-In/Out Sheets ☐ Individual Certificate

Invocation

9:00 a. m. – 10:30 a. m. Clerks and Deputies Only

Approval of Minutes (Clerks and Deputies Only)

Treasurer's Report (Clerks and Deputies Only)

Discussion of Issues (Clerks and Deputies Only)

Legislative Update (Clerks and Deputies Only)

Reports of Committees

Old Business

New Business

Meeting Open to Guests at Conclusion of Clerks Only Session

Recognition of Guests

10:30 a. m. - 11:30 a. m. KAVIS Update

Presentations by State Officials

12:00 Noon – 1:00 p. m. Lunch

Announcements

Adjournment

1:00 p. m. – 3:00 p. m. Secretary of State and State Board of Elections
ePoll Books and ADA compliance for the 11/6/2018 General Election

3:00 p. m. - 4:00 p. m. Manufactured Housing Issues - Department of Housing, Buildings and Construction

Provide us
with a
Detailed
Agenda
Sample

Commonly Asked Training Program Questions



I Have Completed My 40 Hours but Haven't Received My Incentive Letter

- Are you signed up to participate in the training program? When looking up officials on our website if there is a “NP” by an officials status then they are not signed up to participate in the program. To participate fill out the participation form that was covered earlier in this program.
- Have you turned in all of your Proof of Attendance (POA) Documentation? Your State Associations (KCJEA, KMCA, KCCA, KSA, KJA, & KACo) are very good about turning your completions in for you. However, most training entities do not forward this information to DLG. If you have your POA you can scan and e-mail it to Wendy.Thompson@ky.gov , or fax it to 502-573-3712.

I Have Completed My 40 Hours but Haven't Received My Incentive Letter

- Sometimes the association conducting the training has to document your attendance in their system before they forward that information on to DLG. It is not uncommon for DLG to receive attendance documentation anywhere from three to six weeks after a training event has occurred.
- Incentive letters are not automatically generated upon the completion of an incentive unit. DLG periodically runs reports that let us know which officials have recently completed their training requirement. (on average letters are generated more than once a month).

The Training Event Didn't Have A Certificate, Sign-in Sheet or a Proof of Attendance Form

- This mostly happens with out-of-state training events. In the event that you attend a training event that does not provide the attendees with some type of proof of attendance (POA), simply:
 - Keep your agenda and “initial” by each session that you attended.
 - Write a letter on your office letterhead stating that you attended the training event listing its: name, date, and location and that you would like for the sessions initialed on your agenda to be considered for training credit.
 - Submit the initialed agenda and letter to DLG and we will use it as your proof of attendance for the event.

I Carried 40 hours into the New Year When Will I Get My Incentive Letter?

- With the Carryover Provision several officials that are continuing in the service of their office are eligible for their incentive as soon as the new year arrives. Before DLG can issue any incentives we have to:
 - Receive the CPI information from the US Department of Labor, Bureau of Labor Statistics (typically in the last part of January).
 - Use the CPI information to calculate the new years salary levels and incentive values.
 - Check the training system to make sure that it is functioning properly and prepare all the incentive letters to go out (letters are typically received in early to mid February).

Other Training Questions

- If you have any question about the County Elected Officials Training Program please contact Wendy Thompson at:
 - Phone: (toll free) 1-800-346-5606 or direct line at 502-892-3479
 - Fax: 502-573-3712
 - E-mail: Wendy.Thompson@ky.gov

Contact Us

Department for Local Government
Office of Financial Management & Administration
1024 Capital Center Drive
Suite #340
Frankfort, KY 40601
kydlgweb.ky.gov
1-800-346-5606
502-573-2382
Fax: 502-573-3712